



KING COUNTY
COURT CLERK II
DEPARTMENT OF JUDICIAL ADMINISTRATION
Hourly Rate Range: \$17.25 - \$21.86
Job Announcement: 05JF5439
OPEN: 8/22/05 CLOSE: 9/5/05

WHO MAY APPLY: This position is open to King County Career Service Employees.

WHERE TO APPLY: Required forms and materials **must** be sent to: **516 3rd Ave, Room E-609, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Laurie Bell at (206) 205-8406 or Sarina Aiello at (206) 205-8451 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the primary job functions and qualifications are required.

WORK LOCATION: The Regional Justice Center, 401 Fourth Avenue N., Kent, WA 98032, and the King County Courthouse, 516 Third Avenue, Seattle, WA. 98104.

WORK SCHEDULE: This position is overtime eligible, 35 hour work week; Monday through Friday.

PRIMARY JOB FUNCTIONS:

1. Make minute entries on each case brought before the court for hearings, obtain signatures of lawyers on pertinent document and ensures proper format and content of documents.
2. Coordinate Calendars of Criminal Presiding, Family Law, Ex Parte, Mental Illness, Juvenile, Plea/Vucsa and Drug Court departments.
3. Work on court calendars with sustained heavy volume, often performing several duties simultaneously.
4. Prepare and/or process documents for signing and filing in court file. Requires considerable knowledge of legal and regulatory requirements, proper format and content of documents.
5. Coordinate changes of schedule of hearings, notifying counsel of any changes or cancellations.
6. Record proceedings utilizing specific Audio/Video equipment.
7. Utilize Windows based and other software to perform duties.
8. Maintain regular and punctual attendance.
9. Perform Bailiff duties as required.

QUALIFICATIONS: Eighteen months work experience as a Court Clerk I or equivalent in a municipal, county, state or federal court system or substituting on a month-for-month basis post high school training in pre-law or judicial procedures or clerical work experience involving court or legal procedures such as paralegal, bailiff or legal secretary. The most competitive candidates for the position will have extensive experience in a courtroom setting. Candidates must be able to type 40 w.p.m. A skills assessment test may be given to qualified applicants.

NECESSARY SPECIAL REQUIREMENTS: No felony convictions within the past seven years, and the ability to travel to the different courthouses.

UNION MEMBERSHIP: Positions in this classification are represented by Local 519 of SEIU.

CLASS CODE: 8488 SEQUENCE NUMBER: 0118